

**MANSFIELD DOWNTOWN PARTNERSHIP
BOARD OF DIRECTORS
Thursday, August 7, 2014
Mansfield Town Hall
Town Council Chambers**

4:00 PM

MINUTES

Present: Steve Bacon, Harry Birkenruth, Mona Friedland, Brid Grant, Matt Hart, Dennis Heffley, Philip Lodewick, Paul McCarthy, Toni Moran, Betsy Paterson, Shamim Patwa, Steve Rogers, and Paul Shapiro

Staff: Cynthia van Zelm

1. Call to Order

Philip Lodewick called the meeting to order at 4:06 pm. New Board member Brid Grant and Board members introduced themselves.

2. Opportunity for Public to Comment

There was no public comment.

3. Approval of Minutes of July 3, 2014

Betsy Paterson made a motion to approve the minutes of July 3, 2014. Paul Shapiro seconded the motion. Steve Rogers indicated that the minutes reflected that he was at the meeting when, in fact, he was not. The motion was approved with the noted change from Mr. Rogers. Steve Bacon and Ms. Paterson abstained.

4. Executive Director Report

Cynthia van Zelm noted that, unfortunately, oneTribe clothing has closed but that Leyland is looking to fill the space. UConn Dental opened last week. She said that Mike Young had taken over ownership of Sweet Emotions candy store as previous owner Barry Schreier has moved to a position at Princeton.

Ms. van Zelm said the bids for both the stage roof and the light pylons on the Town Square had come in over budget so she is working with the landscape architect on a redesign to meet the current budget. Money is still being raised for the sculpture, trellises, and shade structure.

Mr. Lodewick suggested that Board members approach their state leaders to ask for support for the outstanding request for State of Connecticut Small Town Economic Assistance Program funds. Ms. van Zelm said she would put together some talking points for Board members by Monday.

Ms. van Zelm said Leyland is holding two upcoming events/meetings for people who have made refundable commitments for the Main Street Homes. One of the meetings will focus on reviewing potential alternative layouts for the kitchen/dining/living areas in response to comments by the prospective residents. Ms. van Zelm said that Howard Kaufman of Leyland will be updating the Finance Committee at its August meeting.

Ms. van Zelm said there are several upcoming events including the Square Fairs, and the Festival where volunteers are needed. She passed around a sign-up sheet.

Mr. Hart said that Leyland and its Phase 2 general contractor Centerplan have asked the Town's Traffic Authority to temporarily close Wilbur Cross Way during construction of Phase 2. The Town and the development team are both concerned about public safety. He noted that when Educational Playcare opens, and, if Phase 2 is still under construction, Educational Playcare employees and families would be given safe and secure access to the parking garage. Any damage done to public infrastructure would need to be fixed and a video has been taken to document current conditions and compare with construction afterwards. Fire and emergency access will be maintained. The closure will occur until the end of March.

5. Storrs Center Action Items (Review and Action on Partnership and Storrs Center Alliance Estoppel Certificates)

Partnership attorney John Zaccaro reviewed the Partnership and Storrs Center Alliance proposed estoppel certificates for Phase 1B (1 Royce Circle). Pursuant to the Partnership's Development Agreement, the estoppel certificates are required to be given upon request, and must state certain facts necessary to indicate to a prospective buyer that both parties are not in default under their Development Agreement and whether the right of first refusal applies. Mr. Zaccaro noted that previous estoppel certificates had been approved for Phase 1A and Phase 4. The fourth phase to be sold will be Phase 1C (8 Royce Circle).

Mr. Bacon asked for clarification of whether the Partnership's right of first refusal applies to the property being sold. Mr. Zaccaro said it does not apply to the new owner and would only apply in all instances if the master developer was in default as defined in the Development Agreement.

Mr. Zaccaro said the new owner would not be bound by the Partnership's Development Agreement with Storrs Center Alliance but would still need to comply with the zoning regulations which include the Storrs Center Special Design District regulations and accompanying design guidelines.

Harry Birkenruth made a motion to approve the Storrs Center Alliance, LLC Estoppel Certificate and the Mansfield Downtown Partnership Estoppel Certificate for Phase 1B and to authorize Executive Director Cynthia van Zelm to sign the Board approved Partnership Estoppel Certificate. Mr. Shapiro seconded the motion. The motion was approved.

6. Appointment of New Committee Members for FY2014-2015

Toni Moran made a motion to appoint Ronald Liu to the Partnership Business Development and Retention Committee and to appoint Mona Friedland to the Finance and Administration Committee until the end of the Partnership's fiscal year on June 30, 2015. Matt Hart seconded the motion. The motion was approved.

7. Four Corners Sewer and Water Advisory Committee Update

Mr. Hart handed out a sheet with upcoming community information meetings and a public hearing on the proposed sewer project at Four Corners.

The goal is to bring a \$9 million sewer project to the Mansfield voters this fall. A public hearing has been scheduled for Friday, August 22. The plan is for the Town Council and the Water Pollution Control Authority to make a recommendation to go to a vote in September. In order to hold a vote in November, the Town Council must take action 60 days in advance of the scheduled vote. November is being scheduled since it is a statewide election with more voter turnout expected. Fifteen percent of the registered voters in Mansfield must turn out for the vote to hold.

Mr. Hart said that \$3 million of the \$9 million has been committed by the State; approximately \$3 million would be assessed on approximately 60 residents; and \$3 million would come from municipal bonding if approved by the voters.

Mr. Hart said the Town is involved as there is a need to address the poor soils around Four Corners which has resulted in failing septic systems, and the area is a redevelopment opportunity.

Mr. Hart said the Town's existing debt service is at an all-time low so the debt would be manageable.

Harry Birkenruth asked if the engineering firm that determined a budget estimate will be at the meetings. Mr. Hart replied in the affirmative, noting that the firm Weston & Sampson will discuss financials and redevelopment potential. He said the assessments are individualized per property and will be recalculated on an annual basis.

Mr. Bacon asked if there has been any CT Department of Energy & Environmental Protection (DEEP) enforcement yet. Mr. Hart said there are three or four properties being monitored but there is no order from DEEP to take any action.

Brid Grant asked if the Town has calculated an average amount for single family homes. Mr. Hart said there will be an analysis of 3 or 4 representative personal and commercial properties at the meetings.

Ms. Moran asked if Jensen's mobile park assessment will be on the entire property or to individual owners. Mr. Hart said that Jensen's will be assessed as one entity and the owner does not plan to pass along the assessment to individual owners.

8. Report from Committees

Advertising and Promotion

Ms. Moran said the pup crawl is scheduled for October 18 and will involve a one and a half mile dog walk from the Town Square to Moss Sanctuary.

Square Fair

She said the Square Fair has been held twice and the artists and visitors appear very happy.

Celebrate Mansfield Festival

Ms. Paterson said Festival planning is going well. The largest challenge will be the logistics of a new site.

She made a request for volunteers.

She said Humming House from Nashville is the main music act.

Mr. Shapiro asked how food would be handled given the new location and restaurants already on site. Ms. Paterson said some of the restaurants on site will have a booth outside their restaurant. She said restaurants outside Storrs Center will also have a booth. All the restaurants should be open inside as well.

Business Development and Retention

Mr. Rogers said that Ms. Friedland and Roger Adams had stepped down from the Committee but they had added Matt Rusconi, owner of Moe's and Mooyah's; Jennifer Holt with the Windham Chamber of Commerce; Tina Lapsia who is a UConn student; and Ron Liu, owner of Haru Aki Café.

The Committee focused on tenant issues and the Committee's role with tenants. As construction heads toward completion, what is the Committee's role? Is the Committee a liaison with the Board and/or Storrs Center property owners?

He said he is continuing his conversation with Howard Kaufman of LeylandAlliance about CAM (Common Area Maintenance) charges for commercial tenants.

The Committee also discussed the unintended consequences that businesses near North Eagleville are seeing sales decline. Paul McCarthy said he thought the extension of Hillside Road to Route 44 will cause there to be more business in the North Eagleville area.

Finance and Administration

Ms. van Zelm gave an update in Chair Tom Callahan's place.

Ms. van Zelm said the Finance and Administration Committee continues to discuss transitional issues and should have a report to the full Board in September.

She reviewed the June 30, 2014 end of the year financials noting that memberships had come in higher than budgeted. She said the current fund balance is \$223,000 which includes taking out the \$100,000 commitment for the Town Square.

The Committee recommended adding the Town Square income and expenses to the financials and Ms. van Zelm has already contacted the Town Dept. of Finance about including those line items for the September 2014 financials.

Membership Development

Ms. van Zelm gave an update in Chair George Jones' place.

Ms. van Zelm said the Committee did not meet in the summer but will start meeting again in September. She said the goal has been to get more Storrs Center businesses to become members and this has been fairly successful.

Planning and Design

Mr. Bacon said that Ed Pepin, architect for Price Chopper; Andy Graves, architect for the MP-2 building; and Jennifer Usher, engineer for site work for this phase, presented their preliminary Sustainability Guidelines checklists to the Committee. The checklists are not totally complete as they rely on third parties to accomplish some of the sustainability goals.

Mr. Graves will be back at the August meeting to review Phase 1C.

Mr. Bacon said that Price Chopper is seeking Silver LEED certification.

Ms. Moran asked what can be concluded from the checklists. Mr. Bacon said sometimes the architect/engineer has gone beyond the Guidelines and sometimes they have deviated from the Guidelines, if reasonable. They have taken the Guidelines seriously. Mr. Bacon said, in the absence of required LEED standards, the Partnership can be proud of the construction related to sustainability qualities.

Shamim Patwa suggested that the work on making the buildings sustainable should be highlighted at the Partnership booth at the Festival. For instance, can the amount of water saved be shown? Mr. Lodewick said the effort toward an environmentally sustainable project could be highlighted in the Board talking points for the STEAP grant.

9. Adjourn

Ms. Paterson made a motion to adjourn. Ms. Patwa seconded the motion. The motion was approved and the meeting adjourned at 5:25 pm.

Minutes taken by Cynthia van Zelm.